

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, November 16th , 2020, 3:30 p.m.
Meeting Held Through Cisco WebEx

ROLL CALL:

Tom Diedrick-Vice Chair	<u>Exc.</u>	Ann Hartman	<u>X</u>
John Fenner	<u>X</u>	Sup. Megan Borchardt	<u>X</u>
Corday Goddard-Chair	<u>X</u>		

OTHERS PRESENT: Patrick Leifker and Megan Walker & Matt Roberts

APPROVAL OF MINUTES:

1. Approval of the minutes from the October 26th , 2020 meeting of the Brown County Housing Authority.

A motion was made by M. Borchardt seconded by A. Hartman to approve the minutes from the October 26th , 2020 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

2. Follow up from loan recipient at 959 School Pl.

P. Leifker stated as discussed at the last meeting, this was a loan recipient that the Board agreed to take a thirty-percent payback on the loan that she had from 1979. Her representative sent a letter expressing their appreciation for our efforts.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:

- A Preliminary Applications
There were 122 preliminary applications for October.
- B. Unit Count
The unit count for October was 2,894.
- C. Housing Assistance Payments Expenses
The October HAP expense totaled \$1,470,193.
- D. Program Activity/52681B (administrative costs, portability activity, SEMAP)
Not reported on during BCHA Meeting.
- E. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

In October there were 75 active FSS clients, 56 clients in level one; 15 clients in level two; 1 client in level three and 3 clients in level four. There were 6 new contracts signed, 1 graduate, 45 active escrow accounts and 47 active homeowners.

- F. VASH Reports (new VASH and active VASH)
For October there was 1 new VASH client, for a total of 38 active VASH clients.
- G. Langan Investigations Criminal Background Screening and Fraud Investigations
For October there were 11 total investigations, 1 new investigation, 5 active, 5 closed. The breakdown for fraud investigations by Municipality is as follows: majority in Green Bay, 1 in Howard. Applications by Municipality is as follows: majority in Green Bay, followed by De Pere.

A motion was made by A. Hartman, seconded by J. Fenner to receive and place on file. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

4. Consideration with possible action on approval of the 2021 ICS Budget.

M. Roberts presented the 2021 ICS budget. Matt noted that one of the biggest changes to note is they do not have any asset acquisitions in the 2021 budget. The 2020 budget included a significant IT update.

M. Roberts reviewed the standard increases, slight increase in the salaries, cost of living increase, and slight increase in insurance. Mileage will be underspent this year with not being able to do any physical inspections due to COVID-19. Other increases included office expenses, and rent.

M. Roberts reviewed the 2020 accomplishments. A big accomplishment has been continuing to administer the program this year with COVID-19. Another big accomplishment has been updating their website, and this should be completed in December.

M. Roberts noted that Megan Walker will be promoted to Director of Operations.

M. Borchardt asked if Matt expected to see a large increase in applications with the new formatting for phone and tablet application? M. Roberts stated that he did think they would see an increase with the formatting adjustment; however probably not the first quarter, but probably in the second and third quarter .

A motion was made by J. Fenner, seconded by A. Hartman to approve the 2021 ICS budget. Motion carried.

5. Consideration with possible action on approval of the BCHA annual budget and budget resolution 20-02.

P. Leifker presented the BCHA annual budget. P. Leifker noted that this budget is similar to previous years.

P. Leifker highlighted the changes among the available funds. The Housing Choice Voucher program (Fund 52) – this is the largest fund. P. Leifker explained that he is using the information that he has available today to try to anticipate what our income will be and building our budget off of this information.

P. Leifker reviewed the salaries, expenses and training & travel.

P. Leifker briefly discussed fees going forward, due to COVID-19.

A motion was made by M. Borchardt, seconded by J. Fenner to approve the BCHA annual budget. Motion carried.

6. Consideration with possible action to update “Letter of Interest” Form provided to Project Based Voucher Developers. P. Leifker noted that changes between the funds

P. Leifker noted that recently we had two presentations from project-based voucher developers to work with the Housing Authority on developments within our jurisdiction. We provided a generic letter of interest identifying who the developer was, date they presented to the board, board listened to the presentation, and were interested in potentially partnering with this development for “x” number of vouchers. P. Leifker stated he recently has had conversations with both of the developers and they had been in contact with WHEDA and

WHEDA strongly encourages that the letters have a little more detailed information in them. The developers are asking for a Letter of Commitment rather than a Letter of Interest. P. Leifker stated we made clear to the developers that we are not comfortable doing that as we cannot commit to anything until there is actually an AHAP in place. Patrick stated he has already informed them that we would not be committing to anything. Another request that they had was basically, again to provide some more specific information to that specific project within the letter of interest. As an example, they are looking for site address, number of units discussed, breakdown by bedroom size, utility responsibilities – more information about the project rather than the general letter we provided.

P. Leifker opened up for conversation. Discussion occurred.

A motion was made by A. Hartman, seconded by M. Borchardt to approve the revisions to be made with the Letter of Interest letter that the BCHA utilizes. Motion carried.

BILLS AND FINANCIAL REPORT:

7. Consideration with possible action on acceptance of BCHA BILLS.

P. Leifker stated that there are two bills; the bills are standard.

A motion was made by J. Fenner, seconded by A. Hartman to accept and place on file the BCHA bills. Motion carried.

8. Consideration with possible action on acceptance of BCHA Financial Report.

P. Leifker apologized that he does not have an updated report this month.

A motion was made by J. Fenner, seconded by M. Borchardt to table this item until next meeting. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

9. Executive Director's Report.

P. Leifker provided an update with the program and COVID-19. We've talked about the waivers HUD has allowed us to utilize for the program; those waivers are set to expire on December 31, 2020. There is a phone call later this week to discuss the extension of the waivers. There is nothing published as of yet.

P. Leifker stated that if any board member has any topic(s) they would like discussed please let Patrick know. P. Leifker stated in the new year he does plan on bringing in some presenters.

OTHER: No other business.

Date of next scheduled meeting: December 21, 2020

A motion was made by J. Fenner, seconded by A. Hartman to adjourn the meeting. Motion carried.